

Selkirk Fire District

Board of Fire Commissioners
Selkirk, NY 12158

February 15, 2016

Meeting Minutes

[As Approved on:]

The meeting was opened at Selkirk Fire District Administrative Office at 7:15 PM by Chairman Wickham.

IN ATTENDANCE

(X) Robert G. BURNS	(X) Charles WICKHAM
(X) Barak STROCK	(X) William ASPRION, Chief
(X) Douglas VAN APELDOORN	(X) Douglas OPHARDT, District Treasurer
() George TEN EYCK	(X) Stephanie KRAUSE, District Secretary

OTHERS: Ed Ward

-Minutes of the previous meeting of January 18, 2015 were read and approved.

MOTION to approve the minutes for the January 18th meeting by B. Burns; 2nd by D. Van Apeldoorn
(All in Favor)

Treasurer's Report: (*Treasurer Ophardt*) read and approved:

General Fund Balance: \$1,082,353.06 Encumbrances of \$44,030.00 Actual GF Balance 1,038,333.06

E&A Fund Balance: \$ 581,572.03 B&G Fund Balance \$ 274,882.57

Total Claims Paid: \$ 39,110.58 Payroll: \$1,658.62 Pre-paid Claims: \$3,162.02

Abstract dated: January 2016; 2016-017 - 2016-079 inclusive

MOTION to approve Treasurer's Report by B. Strock; 2nd: B. Burns (All in Favor)

1) 2016 Tax levy is \$1,099,100

2) PILOT is \$2,135.92 for Van Allen Senior Apartments

3) 2015 OSC AUD has been submitted to OSC and all back up documentation has been sent to the district auditor

Secretary's Report

- 1) The hard drives that will be used for system back up on the district secretary and district treasurer's computers are in. Commissioner Van Apeldoorn is taking the lead on ordering the Carbonite software.
- 2) Timesheets for week of 2/1 and 2/8 were submitted to Chief Asprion and Chairman Wickham.
- 3) The 2015 Service Award Program Firefighter Records Report was shared. This will be posted in all three firehouses as of tomorrow for thirty days.

Public Comment:

- None

SFD Board of Directors:

- 1) Ed Ward announced that firefighter P. Giordano, S. Trombley and D. McMullen are no longer active.
- 2) Firefighter/Commissioner B. Strock has resigned from being a firefighter. This will be approved during the 2/22 Board of Directors Meeting. He is still a Commissioner.
- 3) Alex Rosa's paperwork is complete and is now an active fireman. The BOFC approved.
- 4) Auxiliary applicant Camlynn Corbett's paperwork is now complete. The BOFC approved.
- 5) Auxiliary applicant John Lennon IV's paperwork is not yet complete. His application has yet to be approved and signed by the President of the Auxiliary.

Old Business:

- 1) Per Chairman Wickham, the Facility Advisory Committee is working on general deficiency lists for each fire station. He also reported that he had a meeting with the Town Supervisor that was a positive one.
- 2) Chairman Wickham asked the Commissioners to continue reviewing revised policies and offer feedback. Counselor Terrence Hannigan is also reviewing.
- 3) Chairman Wickham asked that 2016 Custodial Agreements be completed and submitted from all three fire stations as soon as possible.
- 4) Chairman Wickham noted that the job description for the Purchasing Agent/Quartermaster is still being reviewed. He is planning a meeting with the Chiefs to review.

New Business:

- 1) Chairman Wickham is planning a meeting with the Chiefs to discuss the goals for 2016.
- 2) Discussion was had on the need for a Deputy Treasurer. The importance of a "back-up" treasurer was noted. Chairman Wickham asked Treasurer Ophardt to work on compiling a list of duties that could be delegated to a Deputy Treasurer.
- 3) Chairman Wickham noted that he'll be meeting with the Elsmere FD on Thursday, February 18th to discuss the future relationships and how to continue working together.

Commissioner's Reports:

- 1) Commissioner Burns reported that Chief Craft contacted him in regard to the fuel pump at Station #1 possibly being frozen. It was recommended that with the warmer weather in the next day or two, to wait and let it thaw.
- 2) Commissioner Burns reported that a County truck drove on the lawn at Station #3. After investigating, it was communicated that it was a new driver that was turning around. The County reassured Commissioner Burns that they will fix it in the Spring.
- 3) Commissioner Burns shared that the outside railing at Station #2 has been repaired and the 2 lights have been installed in the Record Room
- 4) Commissioner Burns shared that the Boy Scouts are using Station #3 for a Pancake Breakfast on March 20th. He also noted that the station would be cleaned on March 15th in preparation for this event.
- 5) Commissioner Van Apeldoorn reported that the Members Only portion of the District website is actively functioning and up to date.
- 6) Commissioner Van Apeldoorn noted that the letters for the 2016 Installation Dinner went out in the mail. Albany County Sheriff agreed to be the Master of Ceremony again this year. All information is on the District website as well.
- 7) Commissioner Van Apeldoorn shared that he is working with Secretary Krause on the Years of Service so that the Board of Directors can present notable recognitions at the Installation Dinner.
- 8) Commissioner Van Apeldoorn brought up the March 8th Special Election being held. He noted that the Board of Directors will be reaching out for a list of those eligible to run and those eligible to vote.
- 9) Commissioner Strock shared that the drawing of the Air Truck is complete.
- 10) Commissioner Strock discussed Station #1's basement and what is being done to clean and organize.

Chief's Report

- 1) Chief Asprion noted that Firefighter R. Griffin is going from Active to Fire Police. He will get the appropriate paperwork to Secretary Krause.
- 2) Chief Asprion attended the Town of Bethlehem Fire Officers Association Meeting on February 4th at the Elsmere Fire Department.
- 3) Chief Asprion requested that multiple pieces of equipment and furniture be surplussed. (See attached list)
MOTION: to surplus the equipment and furniture noted on the attached list by D. Van Apeldoorn; 2nd by B. Burns (All in Favor)
- 4) Chief Asprion noted that with all of the cold weather we experienced, the district fared well. The Air Truck froze one time. Chairman Wickham noted that we should confirm that all Ice Rescue equipment is up to par as well.
- 5) Purchases:
 - Gloves (\$600)
 - Carribeaners (\$800)
 - Bail Out Rope (\$800)**MOTION:** to approve purchases by D. Van Apeldoorn; 2nd by B. Strock (All in Favor)

- 6) Chief Asprion shared the status of the new Fire Police truck. He also noted that the current Fire Police Truck will remain in service for now. He believes we should wait to Spring to try and sell.
- 7) The 2016 Tahoe has been paid for. It should be ready to go within two weeks.
- 8) Chief Asprion shared that on February 27th, Selkirk Firefighters hosted a Stair Climb at the Training Tower for Cystic Fibrosis. It was success.
- 9) Chief Asprion shared that the 2016 County Training Schedule came out and we are not scheduled to host any training this year.
- 10) Chief Asprion noted that Firefighters T. McSweeney and Chief Michaniw have requested to take the Fire Instruction I Course in Guilderland
- 11) Chief Asprion asked permission to attend the NYS Fire Association Meeting
- 12) Chief Asprion asked permission for Selkirk Fire Department attend the 2016 St. Patrick's Day parade
MOTION: to approve all four (4) training /classes/events by D. Van Apeldoorn; 2nd by B. Strock (All in Favor)

Motion: made by B. Burns; 2nd: B. Strock (All in Favor) to adjourn the regular business meeting of the Selkirk Fire District the Board of Fire Commissioners meeting. The meeting was properly adjourned at 9:10 p.m. The next meeting of the Selkirk Board of Fire Commissioners is scheduled for March 21, 2016 at 7:00 p.m. at the Administration Building.

Respectfully Submitted,

Stephanie L. Krause
District Secretary

2/15/16

SUPPLYS

16- FF helmets various colors

2- gas positive pressure fans

1- electric exhaust fan

1- 48" Strobe Bar

1- MISC Box of electronics

3- siren controllers old

1- Box Light

24 - pairs rubber boots

Fire Policy

5- old + dirty coats

1- white F/P helmet

1- misc vest

MISC Brackets - metal and old

3- med wheel chucks

2- large wheel chucks

1- old commissary table

